



PRISON INDUSTRY AUTHORITY

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG -FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

PROMOTIONAL EXAMINATION for PRISON INDUSTRY AUTHORITY ONLY

For PRISON INDUSTRIES ADMINISTRATOR THIS BULLETIN CANCELS AND SUPERCEDES PREVIOUS BULLETIN RELEASED NOVEMBER 12, 2004.

This examination is being conducted under a demonstration project to establish an alternative promotional examination and selection process for filling specified positions. In addition to candidates competing promotionally, interested incumbents at the Prison Industries Administrator level and those eligible for lateral transfers who meet the minimum qualifications are encouraged to apply.

DIVISION: OPERATIONS
LOCATION: AVENAL STATE PRISON
POSITION TITLE: PRISON INDUSTRIES ADMINISTRATOR
SALARY RANGE: \$6643 - \$7324
FINAL FILING DATE: JANUARY 21, 2005

DUTIES/RESPONSIBILITIES

The position of Prison Industries Administrator serves as the lead Prison Industry Authority (PIA) staff of Avenal State Prison in Avenal. Programs include: Office and Administration, Furniture, Poultry Processing, Egg Production, General Fabrication, Laundry, Maintenance, and Warehousing. The Administrator provides leadership, direction, and supervision of the programs with responsibility for all PIA civil service and inmate employees. The position reports to the Central Office Operations Division Branch Manager, Office Furniture, as well as the Warden and Chief Deputy Warden of the institutions while serving on the Warden's Executive Staff.

MAJOR DUTIES OF THE POSITION INCLUDE

Responsibility for overall production and administrative functions to include: production and inventory control, procurement, accounting, warehousing, and personnel; maintains discipline; oversees the efforts of PIA staff in the areas of manufacturing, fabrication, quality, and delivery of products and services to PIA customers; serves as liaison between PIA and other State agencies and private vendors in matters related to new product development; and actively supports and promotes the Inmate Employability Program.

MAJOR DUTIES OF THE POSITION INCLUDE (CONT.)

Provides oversight to the Prison Industries Manager and Prison Industries Superintendents in matters associated with day-to-day operations of the programs under their control and interacting with other PIA and institution managers and PIA Central Office staff; provides direction to subordinate staff in regard to work assignments, training, production methods and staff performances; promotes and facilitates upward mobility training; conducts regular staff meetings and serves on institution and PIA committees as requested by the institution Warden, PIA General Manager, institution Chief Deputy Warden, and/or PIA Branch Manager.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with the Prison Industry Authority and meet the following minimum qualifications and rating criteria by the final filing date in order to participate in this examination:

Either I

In the California state service, one year of experience directing inmate work programs, in any one or combination of enterprise programs of the Prison Industry Authority, performing the duties of a class at a level of responsibility not less than that of a Prison Industries Manager (Various Parenthetical); or one year of experience in a production scheduling function performing the duties of a class at a level of responsibility not less than that of a Prison Industries Manager (Various Parenthetical).

Promotional candidates, including employees on training and development assignments, who are within six months of meeting the "Minimum Qualifications" for the specified promotional class, will be admitted to the examination but must complete the required experience before they can be eligible for appointment.

Or II

Experience: Three years of experience in a large industrial service, or agricultural program as a vice president of production, plant manager, industrial or systems engineer, or a closely related managerial position.

And

Education: Equivalent to completion of two years of college (60 semester units). (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

RATING CRITERIA

1. Demonstrated experience utilizing MAPS or comparable automated manufacturing and accounting system.
2. Demonstrated knowledge and experience in managing and operating budget within an industrial correctional setting.
3. Knowledge of the California Department of Corrections and Prison Industry Authority rules and regulations.

DESIRABLE QUALIFICATIONS

1. Experience with implementing and managing a Quality Control Program.
2. Experience with managing an IIPP and Health and Safety Program.
3. Possession of a certificate from a State approved Basic and Advanced Supervision Program.
4. Experience serving as Administrator on Duty (AOD).

KNOWLEDGE AND ABILITIES

Knowledge of: (1) Principles of effective supervision; (2) principles of organization and industrial management including methods, materials, processes, and equipment employed in a prison industries program; (3) production, management, and engineering methods in the operation of a large manufacturing/service plant; (4) equipment, methods, tools, and procedures needed to operate agricultural/manufacturing/service enterprises; (5) principles and practices of industrial, production, and safety engineering; (6) centralized/integrated manufacturing and accounting system with specific knowledge in bills of material, routings, materials requirement planning, shop floor control, and performance measures; (7) fiscal management, cost accounting including direct costing methods, and budgetary procedures; (8) production and inventory management concepts and principles, practices and procedures; (9) bill of material structuring techniques, forecasting techniques, and principles of organization and management; (10) techniques of employee development and motivation; (11) modern concepts of penology and the laws, rules, policies, and procedures affecting the Department of Corrections and the California Prison Industries Program; (12) a manager's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: (1) Plan, organize, and manage industrial, service, and agricultural prison industry operations; (2) plan, design, organize, and implement an agricultural/manufacturing/service operation in an expeditious manner; (3) supervise and coordinate the installation of equipment needed to implement the enterprise; (4) identify and correct all major production problems in the agricultural/manufacturing/service operation; (5) provide product and production systems analyses and design support; (6) apply principles and practices of modern production theory to a prison program including production engineering, cost analysis, production control, quality control, and material control; (7) make cost analyses; (8) plan, lay out, select, and route equipment, material, and supplies; (9) develop product and material specifications; (10) effectively function in an automated environment; (11) communicate effectively; (12) maintain discipline, and obtain confidence and respect of correctional facility inmates; (13) analyze situations accurately and adopt an effective course of action; (14) effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

EXAMINATION INFORMATION

This examination will consist of a screening of the applications and an interview. The minimum qualifications and rating criteria listed on this bulletin will be used to screen applicants. Therefore, it is important that each applicant provides specific information on how his/her experience, knowledge, and abilities are applicable to the minimum qualifications and rating criteria. The interview will include a number of predetermined questions related to the knowledge, abilities, rating criteria, and desirable qualifications listed on this bulletin. Interviews may not be conducted if the hiring manager finds them unnecessary to make a selection.

All applications/resumes must include "to" and "from" employment dates (month/day/year), time-base, and official employment titles. Applications/resumes received without this information will be rejected.

ELIGIBLE LIST INFORMATION

A certification list will not be established as a result of this examination. This examination is only for the specific position identified within this bulletin. Applications received will not be maintained for future positions.

FILING INSTRUCTIONS

Standard State applications (Form 678) must be filed by mail or in person to the address listed below. On your application, please indicate the **exam title** and **location** of the position you are interested in.

Note: If you have previously submitted an application for this position, which had a final filing date of December 8, 2004, you do not need to submit another application.

Submit applications to:
**JAMES BESWICK, OPERATIONS DIVISION, BRANCH MANAGER
PRISON INDUSTRY AUTHORITY
560 EAST NATOMA STREET
FOLSOM, CA 95630-2200**

All applications must be received or postmarked by the ***Final Filing Date***. Applications postmarked after the final filing date will not be accepted for any reason.

Questions regarding this examination process should be directed to: Judy Troja, Examination Services Unit, at (916) 358-2696.